



BUDGET & PROCUREMENT SPECIALIST
U.S. District Court for the District of Oregon
Portland Division Clerk's Office
(Vacancy No. 06-02)

◆ **THE POSITION**

The Clerk's Office of the United States District Court for Oregon is accepting applications for the position of **Budget & Procurement Specialist**. This position is located in the Portland Division Clerk's Office and functions in an administrative capacity.

Representative duties include: procurement of supplies/equipment, assisting in budget preparation and execution, performing procurement audits, conducting training related to court travel, compiling system/quality assurance reports on FAS4T (Financial Accounting System for Tomorrow).

◆ **QUALIFICATIONS**

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must possess a minimum of 6 years of progressively responsible administrative experience, with at least 2 years of specialized experience in the areas of procurement and/or budget administration demonstrating:

- ▶ The regular and recurring application of procurement and budget rules;
- ▶ The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and
- ▶ Expertise with current computer software and skill in its use to enhance overall effectiveness and productivity.

Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for 2 years of specialized experience.

Preference may be given to candidates with experience in FAS4T (Financial Accounting System for Tomorrow). Please state in your letter of interest if you have this experience.

Candidates must also demonstrate:

- ▶ A consistent past employment record;
- ▶ Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments;
- ▶ Superior oral and written communication skills;
- ▶ Strong inter-personal skills; and
- ▶ A professional demeanor and appearance appropriate for a law or professional office environment.

◆ **SALARY RANGE**

This position is classified at CL27 (\$43,289 - 70,353), with a starting salary range of \$43,289 - 54,115).

◆ **HOW TO APPLY**

Qualified candidates are invited to submit to the address below *by 4:30 p.m. on Tuesday, June 13, 2006*, a letter of interest, together with a chronological resume' including education, employment, and salary history. Include three references who may be contacted by the court. Verification of employment and reference checks will be made prior to any offer of employment.

BUDGET & PROCUREMENT SPECIALIST

Office of the Clerk
Human Resources Division
United States District Court
740 United States Courthouse
1000 SW Third Avenue
Portland, Oregon 97204

Participation in the interview process will be at the candidate's own expense. The court provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background investigation is required for all individuals appointed to high-sensitive positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background investigation.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the State of Oregon.

The District Court consists of six district judgeships, four senior district judgeships; six magistrate judgeships; one part-time Magistrate Judge; the Office of the Clerk of Court; the U.S. Probation Office; the U.S. Pretrial Services Office; and the U.S. Public Defender's Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 58 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including: case administration; courtroom and juror services; record management; appeals processing; human resources and development; budgetary and financial operations; space and facilities management; information technology; and property and procurement.

The United State District Court is an Equal Opportunity Employer

